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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4300.1A**Effective Date: July 19,
1999Expiration Date: July
19, 2011[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

**Subject: NASA Personal Property Disposal Procedural
Requirements (Revalidated 2/17/06 with Change 1)****Responsible Office: Logistics Management Division**| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#)
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[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |**Appendix B. Annual Report of Utilization and Disposal of
Domestic NASA Personal Property****ANNUAL REPORT OF UTILIZATION AND DISPOSAL
OF DOMESTIC NASA PERSONAL PROPERTY**

NASA Center: _____ Page 1 of 2

Report Period: MM/DD/YY through MM/DD/YY

.....Section A -
Dispositions.....

1. Beginning Balance	\$ _____, _____, _____
2. Adjustments	
a. Gains (+)	\$ _____, _____, _____
b. Loss (-)	\$ _____, _____, _____
3. Property Reported for Disposal Processing	\$ _____, _____, _____
4. Utilization by	\$ _____, _____, _____
a. Generating Center	\$ _____, _____, _____
b. Other NASA Centers	\$ _____, _____, _____

5. Determined NASA Excess	\$ _____,_____,_____
6. Transferred For Use of	\$ _____,_____,_____
a. Other Federal agency by GSA	\$ _____,_____,_____
b. Other Federal agency (w/o GSA Approval)	\$ _____,_____,_____
7. Transferred for Disposal Processing by	\$ _____,_____,_____
a. GSA	\$ _____,_____,_____
b. Defense Reutilization and Marketing Office	\$ _____,_____,_____
8. Transferred to other (w/o GSA Approval)	\$ _____,_____,_____
9. Donations	\$ _____,_____,_____
a. Approved by GSA	\$ _____,_____,_____
b. to Public Bodies (w/o GSA Approval)	\$ _____,_____,_____
10. Sold	\$ _____,_____,_____
a. by GSA	\$ _____,_____,_____
b. by NASA or Agent	\$ _____,_____,_____
11. Expended to Scrap	\$ _____,_____,_____
12. Abandoned or Destroyed	\$ _____,_____,_____
13. Ending Balance	\$ _____,_____,_____

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.....Section B - Idle or Excess Property
Acquired.....

14. From Other NASA Centers	\$ _____,_____,_____
15. From Other Federal agencies	\$ _____,_____,_____

.....Section C - Sale Proceeds.....

16. Usable Property Proceeds	\$ _____,_____,_____
a. Sold by GSA	\$ _____,_____,_____
b. Sold by NASA or Agent	\$ _____,_____,_____
17. Scrap Property Proceeds	\$ _____,_____,_____
a. Sold by GSA	\$ _____,_____,_____
b. Sold by NASA or Agent	\$ _____,_____,_____

.....Section D -
Remarks.....

Cost of Sales

Provide the cost to NASA for the sale of NASA property sold in line 10, 16, and 17 above. Cost include both Government and contractor hours and associated tasks to complete the following:

-
- \$10,000 - Clerical - data input, duplication, preparing invitation for bids and receipts.
 - \$ 20,000 - Contract Administration - Sales Contracting Officer and Collection Officer(s).

- \$ 2,600 - Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily

- \$ 40,000 - Warehousing - pulling and lotting, removing tags and markings, registration, auctioneer, recorder, scheduling pickup, testing and setups of computers, inventory property removal.

- \$ 3,000 - Security - gate house registration, guard during collection periods.

- \$ 5,000 - Supervision - management oversight.

- \$100,600 - Total Cost of Sales

Signature - Property Disposal Officer Date Prepared

Instructions for preparing the Annual Report of Utilization and Disposal of Domestic NASA Personal Property Appendix B, and proper recording of typical disposal actions are as follows:

On line 1, "Beginning Balance," enter the original acquisition cost of NASA domestic personal property undergoing disposal processing at the beginning of the reporting period. This will be the amount shown as the ending balance (line 15) of the previous year's report.

On line 2a, "Adjustment Gains," enter value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from physical inventory. Report the net gains to the beginning balance figure (line 1) resulting from overages and corrections. Explain all net gains exceeding \$50,000 or greater than 10 percent of line 1, whichever is lower, under "Section D - Remarks" of the report.

On line 2b, "Adjustment Gains," enter the value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from a physical inventory. Report the net loss to the beginning balance figure (line 1) resulting from shortage and corrections. Explain all net losses exceeding \$50,000 or greater than 10 percent of line 1, whichever is lower, under "Section D - Remarks" of the report.

On line 3, "Property Reported for Disposal Processing," enter the original acquisition cost of all NASA-owned domestic personal property reported for disposal processing during the fiscal year, excluding property identified as foreign or exchange/sale. This includes component Facilities, onsite and offsite contractor-and grantee-held property. (NOTE: A warehouse receipt or acceptance of accountability by the PDO is not required.)

On line 4a, "Utilization by Generating Center," enter the original acquisition cost of all NASA-owned domestic personal property transferred for use by organization at the generating NASA Center, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. An example would be property accountable to the Johnson Space Center transferred for use to another organization at the Johnson Space Center or to a contractor at the White Sands Test Facility. The White Sands Test Facility is a Component Facility of Johnson Space Center. These various transfers should not be recorded on the report until all appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

On line 4b, "Utilization by Other NASA Centers," enter the original acquisition cost of all NASA-owned domestic personal property transferred from the generating NASA Center for use by organizations at the Jet Propulsion Laboratory or another NASA Center, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

On line 5, "Determined NASA Excess," enter the sum of lines 6a, 6b, 7a, 7b, 8, 9a, 9b, 9c, 10a, 10b, 11, and 12 if disposal records are not maintained in a computer system. For disposal records maintained in a computer system, enter the sum of the original acquisition cost of all NASA-owned domestic personal property records that have completed the internal NASA-wide screening period during the fiscal year minus transfer transactions entered on lines 4a and 4b accomplished after the internal NASA-wide screening period.

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